INFORMATION ABOUT THE SCOPE OF SERVICE, BUDGET, TASK ORDERS, AND MONITORING PLAN

The *Scope of Service* contains a general description of the project. It should include:
(a) background about the project,
(b) the scope of the project,
(c) the objectives or benefits of the project,
(d) the responsibilities of each party,
(e) the work to be performed (broken down by general tasks or phases),
(f) a listing of deliverables by task or phase, and
(g) a schedule of completion dates for each of the general tasks and deliverables.

The *Budget* contains the total estimated budget for the project as well as a line item (labor rates, equipment, supplies, overhead, etc.) cost estimate for each general task or phase. If the project includes cost sharing, the Budget shall also show the cost share funding sources and how cost share shall be applied to each task.

For larger and more complex projects, *Task Orders* will be negotiated and approved for each major phase of work. For smaller, less complex projects, the Scope of Service may be expanded to include the information listed below and will then serve as the both the Scope of Service and the Task Order. Please contact your contract manager if you have any questions about whether you will need one, or multiple, task orders.

Each task order is to contain:
(a) a detailed description of the scope of work to be undertaken in that task,
(b) the term of the task order,
(c) a listing of each subtask and the schedule for performing each subtask,
(d) a line item cost estimate, broken down by task and subtask, including labor rates, equipment, supplies, overhead, etc.,
(e) the maximum payable for each task and subtask,
(f) deliverables to be provided and a schedule,
(g) the names of staff assigned and their estimated hours,
(h) if applicable, a schedule and process for review and approval of work at key milestones,
(i) if applicable, a schedule for coordination meetings,
(j) if applicable, the schedule and format for submission of biological monitoring data.

Each *Monitoring Plan* contains information on:
(a) project and monitoring objectives,
(b) monitoring approach and design methodology, with supportive rationale,
(c) data sampling procedures,
(d) analysis and reporting